

Employment Readiness Checklist

Prior to relocating gather your credentials and ensure that you have up-to-date employment records

- ___ Transcripts.
- ___ Certifications (Call ahead to find out what the procedure is for transferring your certification, if applicable.)
- ___ Update your resume.
- ___ Contact past employers for recommendations.
- ___ Call the Employment Readiness at 305-437-2665.
- ___ Make contacts at U.S. Southern Command.

If a family member will be desiring employment, but does not have a Social Security Number, obtain one before you leave your present location. For information, call the Social Security Administration which is usually listed in the white pages on the telephone directory under "Social Security" or visit the website at <http://www.ssa.gov/>.

Budget for unemployment.

A list of income and monthly expenses (home mortgage or rent, life insurance payments, food, transportation, etc) should be developed for the first six months after you move. Don't forget to include the additional expenses related to the relocations.

If you are a **current Civil Service employee**, consult your servicing **CPAC** office with questions about Military Spouse Preference opportunities, forms which should be hand carried, and the possibility of taking extended leave without pay.

If employment will require background security investigation, maintain a **current listing of previous residences and dates** to facilitate completion of any requirements.

Collect and hand carry the following with you to your new duty assignment:

- ___ School transcripts.
- ___ Undated resume.
- ___ Name, addresses, and telephone number of three references. These should not be your immediate supervisor.
- ___ Professional Certifications.
- ___ Special awards or honors.
- ___ Letters of recommendations/appreciation from current employer.
- ___ Volunteer career portfolio.

After relocation:

Contact the employment readiness office (305-437-2665)
Survey Employment opportunities
Prepare Resume
Schedule Job interviews

For personal assistance, plan to see the Employment Readiness Program manager at your installation 3 months prior to relocation and during the first three months following your arrival to U.S. Southern Command.